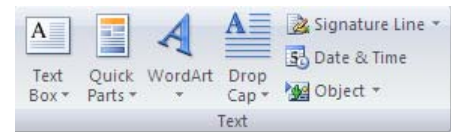


## Field Codes: Insert date field

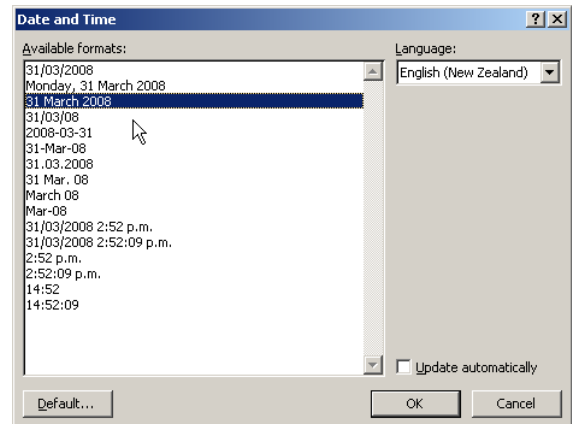
To insert the date in a document:

- Click **Insert Ribbon**
- On the **Text Group** click **Date & Time**
- Choose the option required  
(use: *day, month, year*, for business letters)



Other options available:

- Adjust the language as required
- To update the date automatically on documents click the tick box.
- To set the date as the default date for new documents click the **default button** and **Yes**



Tip ➡ Alt shift D inserts the default date

## Field Codes: Insert Createdate field

Inserts the date and time that a document was first saved with its current name, as recorded in the statistics tab in the document properties.

To insert the date in a document:

- Click **Insert Ribbon**
- On the **Text Group** click **Quick Parts**
- Select **Field**
- In the **Categories, Field Name** section, use the **scroll bar**. Select **Createdate**.
- In the **date format section**, select the option required  
(use: *day, month, year*, for business letters)

